



THIRD PARTY QUALIFIED ELEVATOR INSPECTION INFORMATION



Third Party Inspection process is as follows:

- Re-registration and Inspection notices are sent to customers 90 days prior to the expiration of the certificate which is based on the previous inspection date.
- The certificate is valid for one year.
- Owners may adjust their inspection date(s) to be anytime during the year by scheduling inspection(s) prior to certificate expiration, but not past the expiration date due to potential penalties.
- Tests performed by an elevator service company are good for one year from the date performed.
- Tests may be witnessed or verified by a third party inspector depending on the owner's preference or third party's business practice.
- Owners of privately owned buildings are required to hire a third party inspector to perform the annual periodic inspections on their elevator unit(s). (State is required to witness 5 year tests).
- Upon receipt of third party inspection report of compliance, the State will issue a certificate to be posted on equipment as required.
- Third Party inspectors are to submit a "Third Party Periodic Inspection & Test Report" within 30 days to this office by mail, fax (410-333-7721), or electronically 3rdPartyReports@dllr.state.md.us (no more than 4MB).
- Reports must be filled out correctly, completely and legibly.

It is recommended that the original inspection be submitted immediately (regardless of violations written) to better service the customer. If you hold a report and the customer is on the borderline of an expired certificate, he/she may incur penalties and a citation if the report is not received by this office in the appropriate timeframe. When items are abated by owner, send in a separate report indicating that a re-inspection had been performed. This will ensure that the owner is on file and that the inspection was completed even if owner does not contact you for the re-inspection. They will have to deal with the consequences of non-compliance in that instance.

If violations are written, a column is available on the "Inspection Violation" form which must be populated. The State provides a "Violation Category" list that may be used in order to enter the violations into the database in a consistent manner.

The only two forms that need to be submitted by the Third Party inspector are the Third Party Periodic Inspection and Test Report and the Inspection Violation form (if applicable). Forms are available on our website <http://intranet.dllr.state.md.us/dllr/labor/safety/elevthirdparty.shtml>. See website for additional forms, procedures, and information relating to the inspection process.

ATTENTION:

If code used is not indicated attempt to find the installation date (crosshead, equipment tag, owner) and use the code adoption chart available on our web site to establish the closest code adopted prior to that date. Depending on the contract date, it should capture the initial code or addendum used within a reasonable time frame. Adoption dates for code years can be found on our [website](#) under Publications.

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